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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700220004-5

Bi-Weekly Report Ending 21 August 1961
from
Forms Management Branch

1. Contributions

a. Tangible

(1) Completed 10 actions requiring the printing of 656,249 copies of forms.

(2) Approved 2 new and 6 revised forms.

(3) As a result of careful screening of the revision of the "Abstract File Slip," Form No. 44d, was able to reduce the quantity requested by the OPI from 1,000,000 serially numbered sets to 600,000 sets. On the basis of the previous costs of this form, \$20.22 per M sets, the savings involved in this procurement cost amounted to \$8088.00. ✓

25X1

b. Intangible

(1) Drafted memorandum to all Area Records Officers which will transmit a machine listing of all stocked, and non-stocked forms that are of particular interest to each OPI. This memorandum provides a guide as to how each ARO will obtain, and maintain, samples of both stocked, and non-stocked forms in which their component has a primary interest.

25X1

2. Assignments in Progress

a. Forms

(1) <u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Totals</u>
 	2	1	3
 	0	5	5
 	1	0	1
Totals	3	6	9

25X1

(2) Employee's Suggestions

<u>Analyst</u>	<u>Suggestion No.</u>	<u>Subject of Suggestion</u>
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62-48

Involves the carbon interleaving of NCR manifold sets in order to use the reverse side without re-inserting carbons.

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(3) Computer Forms [redacted] 25X1
Nothing significant.

(4) Crypto-Pseudo-Alias Forms [redacted] 25X1
Continuing.

(5) DDP Bootleg Forms Survey [redacted] 25X1
Suspended - (See 12 June 1961 Report)

(6) Information Report Forms and Systems [redacted] 25X1
Nothing Significant.

(7) Printed Forms Used Overseas [redacted] 25X1
No change.

(8) Specifications, Revision of Form 30b (Unassigned)
No change.

(9) DDP Forms Management Program [redacted] 25X1
Project suspended. Report being written.

b. Correspondence

(1) Typewriter Ribbon Survey [redacted] 25X1
Nothing significant.

c. Mail

(1) Mail Management Orientation [redacted] 25X1
Nothing significant.

d. Special Projects

(1) Forms Management Regulation Handbook [redacted] 25X1
No change.

(2) Commercial Research and Development [redacted] 25X1
No change.

(3) Magnetized Security Check Sheet Holder [redacted] 25X1
Nothing significant.

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(4) Reduction in Logging Requirements under Provision of
EO 10501 (Unassigned)

(5)q Correcting and Updating Forms Catalog and Forms Control
Cards [redacted]

25X1

3. News

a. We are happy to have [redacted] back with us again today
after a nice 8 day vacation to his old home in New York.

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b7c b7E